

ARIZONA DEPARTMENT OF AGRICULTURE

SUBSTANTIVE POLICY STATEMENT

PSD 5.05, Guidelines for Issuing a Citation

A.R.S. § 41-1091(B) Notice

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona administrative procedure act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

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DIRECTOR'S SIGNATURE

Guidelines for

Issuing a Citation

This policy supersedes the Plant Services Division Guidelines for Issuing a Citation policy distributed in June of 1993.

The Department has the authority granted to it under Arizona Revised Statutes, Chapter 7, Article 2, Enforcement, Section 3-931 which states, "power granted pursuant to this chapter to any person may be exercised by a deputy, inspector or agent of the authorized person."

Any person in whom the enforcement of any provision of this Article is vested has the power of a peace officer as to such enforcement.

Section 3-931, Arrests without warrant, Confiscation of plants. A peace officer or any officer or employee of the Department of Agriculture may, in the enforcement of this Article, make arrests without warrant for a violation of this Article which he may witness, and may confiscate plants or parts thereof belonging to the protected group when unlawfully taken, transported possessed, sold or otherwise in violation of this Article.

FORMS

1. An Arizona Traffic Ticket and Complaint, ADA-PSD 0027 (Exhibit 1), may be issued for a violation of the Native Plant Law (or other Plant Services Division Law). The form has four copies. The titles of the copies are located in the upper right hand corner of each sheet.

The Original Complaint and the Court Report to ADA copies are to be filed with the court within 24 hours of issuance.

The Law Enforcement copy is retained by the issuing officer and attached to the Investigation Report.

The Violator/Defendant copy is given to the defendant.

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The disposition of the trial will be recorded on the reverse side of the Original Complaint and retained by the court.

The Court Report to ADA will be returned by the court with the disposition information at the end of the trial.

2. Chain of Custody Log, ADA-PSD 0022 Supplement A (Exhibit 2). If physical evidence is to be legally acceptable and admissible in court, the inspector must first document and certify where, when and how the evidence was collected and how each item was identified (place of occurrence, date and time, case number and signature of person collecting the evidence); and, second, the integrity of the evidence must continuously be maintained. By this is meant that continuity of possession must have been maintained intact from the time the evidence was collected.

This form will provide a custody log when evidence is passed from one person to another.

3. Investigation Report, ADA-PSD 0022 (Exhibit 3). This report is to be completed after a Citation has been issued. A copy of this report, along with a copy of the Citation enforcement is to be submitted to the Program Manager within two working days of issuance of the Citation.
4. Warning Hold, ADA-PSD 0032 (Exhibit 4), will be used when securing evidence. The front side of the Hold tag will be the date and time the tag was affixed to the evidence, and the enforcing officer's name and phone number.

The reverse side of the Hold tag is the reason for holding, indicating the Law or Rule violated.

Pursuant to ARS 3-931(C) a peace officer may confiscate, or seize by the attachment of a "Warning Hold" Notice, any protected native plant found in violation. It is unlawful to move or

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dispose of the plants held under a "Warning Hold" Notice, except with the written permission of the enforcing officer.

5. Abstract of Court Record, ADA-PSD 0021 (Exhibit 5), must be filled out as much as possible and submitted to the Program Manager within two days of issuance of the Citation. The remainder will be filled in upon completion of the trial.

To properly prepare the groundwork for issuance of any Citation, please do the following:

1. Contact the Justice and City Courts within your assigned area and tell the judge or court officials that you will be citing violators of the Native Plant Law into their court. (Make an appointment).
2. Provide a copy of the Law and Rules to the judge and court officials. Explain the Law and problems the state is having concerning violations of the Law.
3. Ask the court officials for their jurisdictional boundaries and for the times and dates the judge will hear arraignments on the violations. You may have several courts in your assigned area.
4. Contact your County Attorneys and make them aware that you will be issuing Citations for violations of the Native Plant Law. (Make an appointment). You want to establish cordial relations and continuity with the attorneys.

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GUIDELINES FOR ISSUING A CITATION

Under the Native Plant Law, an officer may make an arrest without a warrant when a felony or misdemeanor is committed in the presence of an officer, however, in most cases a Citation may be issued when the offense is a misdemeanor.

An officer can arrest without a warrant on a felony violation when probable cause is present. The offense does not have to be committed in the presence of an officer. An officer may write a Citation through collective evidence and probable cause that a misdemeanor has been committed. The offense does not have to be committed in the presence of an officer.

The inspector may determine a violation has been committed in the following manner:

1. A person or persons digging, removing or cutting protected native plants or wood without a permit and/or tags;
2. A person or persons who have protected plants or wood in their possession without a permit and/or tags;
3. A person or persons transporting protected native plants or wood without a permit and/or tags;
4. A person or persons mutilating or destroying protected native plants without a permit.

These violations can be observed on the highway, at the swap meets, in the desert, on private, state or federal lands, on a street corner sales area, on a private residence property landscape, on a commercial property landscape, or on vehicles transporting the protected plants or wood.

The inspector will properly identify themselves when stopping or accosting a suspected violator or violators. Once the inspector has established that there is a violation, the next step is to determine what person or persons committed the violation by asking questions of the suspected person or persons, thereby making an identification of the persons involved and asking for some identification (drivers license) to establish who they are. Once the person or persons involved have been identified, the inspector will then inform the person or persons of the violation and that they are going to be cited.

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The inspector will then proceed to issue the Citation (Exhibit 1), filling out all the required information with the specific charge and citing the A.R.S. Section that applies. If more than one violation has occurred, they can be indicated on one Citation. Most of the required information may be obtained from the suspect's valid drivers license. If the driver's license is used as a means of identification, the inspector should ask the suspect if the address listed on the license is their current address. The inspector will then establish the correct location of the violation (mile post number, Section, Township and Range, street address) to establish the correct court jurisdiction. The proper time, date and place for the suspect to appear in court is entered on the Citation, provided that the time specified in the notice to appear is at least five days after issuing the Citation. When requesting the suspect to sign the Citation, remind the suspect that their signature on the Citation is not a plea of guilt or innocence but a promise to appear in court to make a plea within the time and place specified by the Citation. It is also a condition of release. Pursuant to ARS 13-3903, the suspect in order to secure his release, shall give his written promise to appear. If the suspect does not sign the Citation, he cannot be released. Call for backup. The responding officer will place the suspect in custody. At this time the inspector will secure the evidence, depending on the situations listed as follows:

1. Confiscate plants or wood from the suspects, that can be unloaded or loaded into the inspector's vehicle.
2. If the amount of plants or size of plants or the amount of wood is too much, instruct the suspect to proceed to the nearest approved holding yard or law enforcement office where the vehicle and evidence can be secured and arrangements made to remove and store the evidence.
3. Pictures should be taken if at all possible, of the evidence, the violation location with time, date, location and photographer's name. In the case of vandalization or destruction, pictures will be the inspector's most important evidence.

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4. Sometimes in securing evidence, the inspector may have to call for assistance to help secure or transport the evidence. The Chain of Custody (Exhibit 2), must be maintained and properly recorded. If the evidence is handled by more than one inspector, a Chain of Custody should be used to establish custody responsibility until the Citation is finalized in court. Failure to maintain a Chain of Custody record in a court of law may make the evidence inadmissible.

After filling out the Citation and while the violators and any witnesses are still at the scene, the Investigation Report Form (Exhibit 3), will be filled out listing the name and address of all witnesses.

5. The Investigation Report should completely describe the following:

A. Time and location of the violation(s)

B. Who was the violator or violators, with full description of those violators.

- 1) D.O.B.
- 2) Name and address
- 3) Drivers license number - picture of subject
- 4) Vehicle license number
- 5) Description of vehicle - year, color, model, make and type, and any equipment attached
- 6) Clothes worn by subject
- 7) Any identifying marks and location on violator
 - a) Scars
 - b) Facial hair, beard, mustache, etc.
 - c) Tattoos - description and location

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- d) Size - approximate height and weight
 - e) Anything else the inspector may observe about the violator that will help them to better identify that person in court. Limp, digit missing, etc. If the court appearance is postponed by lawyers for a long period of time the violator, in order to provide the judge with a good impression, and also as a means to cause confusion in identification, may dress up, clean up, shave a beard or mustache or both, dye hair or cut hair to confuse the prosecutor's witnesses.
 - f) The inspector can never have enough evidence, the more the better if taken and secured properly.
6. When an inspector receives information of a possible violation from a person that doesn't want to be identified, the inspector will list the information on the investigation sheet as an anonymous caller. The inspector should never state to a violator the name of any witness or allow them access to that information. Some violators may take retaliatory action against a witness.
7. What was the weather like?
8. Describe the location, desert, home landscaping, etc.
9. If it is a destruction or mutilation violation, what did they do it with; gun, vehicle, knife, sticks, etc.
10. List type and amount of protected plants or wood involved.

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11. All articles of evidence should be secured under lock and key.
 - A. Small articles are placed in a sealed container with the inspector's signature and date on the seal with an Identification Number.
 - B. Larger articles, tools, planted plants, wood, cradles, etc., should be handled as follows:
 - 1) Plants will be tagged with a Hold tag (Exhibit 4). Write the name of the violator, date and case number with indelible ink. If there is a large amount of plants, attach a Hold tag on each plant.
 - 2) Cradles and tools are tagged individually and stored in a secure place.
 - 3) Wood may be stacked or piled. Surveyor's tape is wrapped around the wood with a Hold tag attached to it.
12. No article or articles of evidence can be disposed of until there is a release from the court.
13. Evidence, plants, wood, etc. stored in the Department holding yard by other law enforcement agencies is not to be moved or removed except by approval of that agency.

After issuing the Citation, the Abstract of Court Record of Violation (Exhibit 5, Form ADA-PSD 0021) must be filled out, leaving blank the plea, judgement, and probation portion. The remainder will be filled in upon completion of the trial.

A copy of the entire case report is then mailed to the Program Manager within two days of the incident.

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The Arizona Traffic Ticket and Complaint (Citation) is written as follows:

1. The Citation forms are pre-printed with complaint numbers. These numbers should be referred to when writing your Investigation Report.
2. When a violation is witnessed and a Citation is issued at the scene, no case number is needed. If, through collected evidence, a Citation is issued, the case number will become the number assigned to the investigation. All investigation numbers will be issued by the Program Manager.
3. Social Security Number, military status, and driver's license number of the defendant.
4. Check (✓) the DLP box if the defendant's vehicle has a disabled license plate.
5. The state in which the driver's license was issued.
6. The class of the driver's license, i.e., Class D, M, etc.
7. Circle the type of driver's license endorsement.
8. If the case was referred by another agency, enter the Incident Report number if applicable.
9. Defendant: Name: first, middle, last name (usually taken from the driver's license). Ask the person: "Is this your current name?" Some people go by nick names or aliases. If the defendant is a Junior or a first, second, or third, it is important to make the distinction.
10. Residence Address: get complete address and zip code. If taking information from the driver's license, ask the person: "Is this your current address?" Correct address is very important, as failure to appear in court may necessitate issuing a warrant.
11. Residence and business phone numbers.

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12. Vital Statistics: information should include: sex, weight, height, color of eyes and hair, and origin. (See standard NCIC abbreviations page 5.13. The information is taken from the driver's license.

13. Date of Birth (D.O.B.) is essential in establishing record.

14. Business Address: add this information if the defendant conducts business in this state.

15. Vehicle Identification: color, year, make, model, style. In addition, note dents or other identifiable marking.

Plate number, state of origin and expiration date.

16. Month, day, year, time, the physical location, and the county where the violation occurred.

17. Multi-charge Section (A-E) You may write up to five different violations on one Complaint form. Indicate what section of the law was violated, i.e., 3-908, circling the A.R.S. box, the violation title and check (✓) the criminal box for all Native Plant Law violations.

The docket number, disposition code, date of disposition and sanction will be completed by the court.

18. You must appear at:
Judge (Justice of the Peace or the City Magistrate) the court's telephone number. At (address) is the location of the court. City or town and zip code. For court number - see County Court Code Numbers on pages 5.14 and 5.15.

19. Court Date: month, day, year and time. The date to appear must be at least five days after arrest. Check (✓) the criminal box that states: without admitting guilt, I promise to appear as directed hereon.

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Pursuant to A.R.S. 13-3903, the person to whom the Citation is issued must sign his or her name as a condition of release and as a promise to appear.

20. The issuing officer signs the form as the complainant and enters Personal Service Number (PSN) or badge number.
21. Instruct the defendant to read the reverse side of the defendant's copy.
22. For distribution of the Citation, see page 5.1 Forms of this policy.
23. The Program Manager needs to review all Investigation Reports before the case goes to trial.

Make sure all Investigation Reports and Citation forms are legible.

When writing a citation and gathering other information, be sure to confiscate and secure all evidence. Complete the form ADA-PSD 0020 and give a copy to the defendant as a receipt (except in cases of search warrants).

District Office should check with ADOT, Game and Fish, and the Sheriff's Office for areas to secure native plants.

Chain of Custody must be maintained when handling evidence.

Keep the Program Manager and the District Supervisor advised of all activities regarding the investigation and court action.

CITATIONS

To assist in the preparation of correct and accurate citations, the following guidelines are to be followed by all field personnel.

1. All entries will be printed clearly.
2. NCIC abbreviations WILL BE USED where applicable.
3. Proper names and street addresses WILL NOT be abbreviated.
4. Court Date and Time will be shown in numbers only, standard 12-hour time (NOT military time).
5. Violation time will be shown in military time, NOT standard 12-hour time. (Example: 1:00 P.M. = 1300 hours).
6. Height & Weight will be entered to the nearest round number (no fractional portions).
7. Blank information - "NONE" will be entered in EACH SPACE for which information is not known or cannot be obtained.

STANDARD NCIC ABBREVIATIONS - STATES

Alabama	AL	Nevada	NV
Alaska	AK	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
California	CA	New York	NY
Colorado	CO	N. Carolina	NC
Connecticut	CT	N. Dakota	ND
Delaware	DE	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Hawaii and	HI	Pennsylvania	PA
Pacific Isles		Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	S. Carolina	SC
Indiana	IN	S. Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virgin Isl.	VI
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	Wash. D.C.	DC
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
Montana	MT	Canada	CD
Nebraska	NB	Mexico	MM

HAIR COLOR CODE

Black	BLK
Brown	BRO
Blonde or strawberry	BLN
Red or Auburn .	RED
White	WHI
Gray or partially	
Gray	GRY
Sandy	SDY
Bald	BAL
Unknown	XXX

EYE COLOR CODE

Blue	BLU
Black	BLK
Brown	BRO
Hazel	HAZ
Green	GRN
Gray	GRY
Unknown	XXX

ORIGIN CODE

Caucasian	W	Chinese	C
Mexican (Except MVC) .	M	Japanese	J
Negro	N	Others	O
Indian	I		

COURT CODES

COURT NO. JUSTICE/CITY COURT

Apache County

0101 Round Valley Justice Court
0102 St. Johns Justice Court
0103 Sanders Justice Court
0103 Puerco Justice Court
0104 Chinle Precinct Justice Court
0104 Tec Nos Pos Justice Court

0141 Springerville City Court
0142 St. Johns City Court
0145 Eagar Town Court

Cochise County

0201 Bisbee Justice Court
0202 Douglas Justice Court
0203 Benson Justice Court
0204 Willcox Justice Court
0205 Sierra Vista Justice Court
0206 Bowie Justice Court

0241 Bisbee City Court
0242 Douglas City Court
0243 Benson City Court
0244 Willcox City Court
0245 Sierra Vista City Court
0247 Tombstone City Court
0248 Huachuca City Court

Coconino County

0301 Flagstaff Justice Court
0302 Williams Justice Court
0303 Fredonia Justice Court
0304 Sedona Justice Court
0305 Page Justice Court
0306 Coconino East Justice Court

0341 Flagstaff City Court
0342 Williams City Court
0343 Fredonia City Court
0345 Page City Court
0346 Sedona Municipal Court

Gila County

0401 Miami Justice Court
0402 Hayden Justice Court
0403 Globe Justice Court
0404 Payson Justice Court
0405 Pine Justice Court
0406 Winkelman Justice Court

0441 Miami City Court
0442 Hayden City Court
0443 Globe City Court
0444 Payson City Court
0446 Winkelman City Court

Graham County

0501 Safford Justice Court
0502 Pima Justice Court

0541 Safford City Court
0542 Pima City Court
0546 Thatcher City Court

Greenlee County

0601 Clifton/Morenci Justice Court
0602 Duncan Justice Court

0641 Clifton City Court
0643 Duncan City Court

La Paz County

1504 Quartzsite Magistrate Court
1505 Salome Justice Court
1506 Parker Justice Court

1541 Quartzsite City Court
1545 Salome City Court
1546 Parker City Court

Maricopa County

0701 East Phoenix Justice Court #1
0702 East Phoenix Justice Court #2
0703 Buckeye Justice Court
0704 Chandler Justice Court
0705 East Mesa Justice Court
0706 Gila Bend Justice Court
0707 Glendale Justice Court
0708 Northeast Phoenix Justice Court
0709 Northwest Phoenix Justice Court
0710 Peoria Justice Court
0711 Scottsdale Justice Court
0712 South Phoenix Justice Court
0713 Tempe Justice Court
0714 Tolleson Justice Court
0715 West Mesa Justice Court
0716 West Phoenix Justice Court
0717 Wickenburg Justice Court
0718 Central Phoenix Justice Court
0720 South Mesa/Gilbert Justice Court
0721 North Mesa Justice Court
0741 Phoenix City Court
0742 Fountain Hills Magistrate Court
0743 Buckeye City Court
0745 Mesa City Court
0746 Gila Bend City Court
0747 Glendale City Court
0748 Chandler City Court
0750 Peoria City Court
0751 Scottsdale City Court
0753 Tempe City Court
0754 Tolleson City Court
0757 Wickenburg City Court
0759 El Mirage City Court
0760 Avondale City Court
0761 Surprise City Court
0762 Goodyear City Court
0763 Youngtown City Court
0764 Guadalupe City Court
0765 Paradise Valley City Court
0766 Gilbert City Court
0767 Carefree Magistrate Court
0768 Cave Creek Magistrate Court
0769 Litchfield Park Magistrate Court
0770 Queen Creek

COURT CODES

Mohave County

0801 Kingman Justice Court
0802 Bullhead City Justice Court
0803 Moccasin Justice Court

Mohave County, Continued

0803 Colorado City Justice Court
0804 Lake Havasu Justice Court
0805 Littlefield Justice Court

0841 Kingman City Court
0842 Bullhead City Municipal Court
0844 Lake Havasu City Court
0845 Colorado City Court

Navajo County

0901 Holbrook Justice Court
0902 Winslow Justice Court
0903 Snowflake Justice Court
0904 Show Low Justice Court #4
0905 Show Low Justice Court #5
0907 Pinetop Justice Court

0941 Holbrook City Court
0942 Winslow City Court
0943 Snowflake City Court
0945 Show Low City Court
0948 Taylor City Court
0949 Pinetop/Lakeside Magistrate Court

Pima County

1001 Tucson Justice Court #1
1002 Tucson Justice Court #2
1003 Ajo Justice Court
1004 Tucson Justice Court #4
1005 Tucson Justice Court #5
1006 Tucson Justice Court #6
1007 Green Valley Justice Court

1041 Tucson City Court
1042 South Tucson City Court
1043 Ajo City Court
1044 Marana City Court
1045 Oro Valley City Court

Pinal County

1101 Florence/Coolidge Justice Court
1102 Casa Grande Justice Court
1103 Eloy Justice Court
1104 Mammoth/Sam Manuel Justice Court
1105 Oracle Justice Court
1106 Superior/Kearny Justice Court
1107 Apache Junction Justice Court
1108 Maricopa/Stansfield Justice Court

Pinal County, Continued

1140 Superior City Court
1141 Florence City Court
1142 Casa Grande City Court
1143 Eloy City Court
1145 Mammoth City Court
1147 Kearny City Court
1148 Coolidge City Court
1149 Apache Junction City Court

Santa Cruz County

1201 Nogales Justice Court
1202 Patagonia Justice Court

1241 Nogales City Court
1242 Patagonia City Court
1249 Nogales City Court

Yavapai County

1301 Mayer Justice Court
1302 Upper Verde Justice Court
1303 Prescott Justice Court
1304 Seligman Justice Court
1305 Camp Verde Justice Court
1306 Bagdad Justice Court
1307 Yarnell Justice Court

1342 Cottonwood City Court
1343 Prescott City Court
1347 Prescott Valley City Court
1348 Clarkdale City Court
1349 Jerome City Court
1353 Chino Valley City Court
1354 Camp Verde Municipal Court

Yuma County

1401 Yuma Justice Court
1402 Somerton Justice Court
1403 Wellton Justice Court

1441 Yuma City Court
1442 Somerton City Court
1443 Wellton City Court
1447 San Luis City Court



Arizona Traffic Ticket and Complaint
Arizona Department of Agriculture
1688 West Adams • Phoenix, Arizona 85007

EXHIBIT 1

ORIGINAL COMPLAINT

Complaint Number C 3171	Case Number	Social Security Number	Military	<input type="checkbox"/> Accident	<input type="checkbox"/> Commercial			
Driver's License No.	DLP <input type="checkbox"/>	State	Class	Endorsements M H N P T X D	Incident Report Number			
Defendant		Name (First, Middle, Last)			Juvenile			
Residence Address, City, State, Zip Code					Residence Phone No. ()			
Sex	Weight	Height	Eyes	Hair	Origin	Date of Birth	Restrictions	
Business Address, City, State, Zip Code					Business Phone No. ()			
Vehicle	Color	Year	Make	Model	Style	License Plate	State	Expiration Date
Registered owner & address, City, State, Zip Code						Vehicle Identification Number		

The Undersigned Certifies That:											
On	Month	Day	Year	Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	Speed	Approx.	Posted	R & P	Speed Measurement Device <input type="checkbox"/> Radar <input type="checkbox"/> Laser	Direction of Travel
At	Location						Court, Town, Precinct, County			Area	District
State of Arizona											

The Defendant Committed the Following:									
A	Section:	ARS	Violation:	<input type="checkbox"/> Domestic Violence Case			<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic	
	Docket Number	CC	Disp. Code:	Date of Disposition:	Sanction:	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Petty Offense	
B	Section:	ARS	Violation:	<input type="checkbox"/> Domestic Violence Case			<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic	
	Docket Number	CC	Disp. Code:	Date of Disposition:	Sanction:	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Petty Offense	
C	Section:	ARS	Violation:	<input type="checkbox"/> Domestic Violence Case			<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic	
	Docket Number	CC	Disp. Code:	Date of Disposition:	Sanction:	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Petty Offense	
D	Section:	ARS	Violation:	<input type="checkbox"/> Domestic Violence Case			<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic	
	Docket Number	CC	Disp. Code:	Date of Disposition:	Sanction:	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Petty Offense	
E	Section:	ARS	Violation:	<input type="checkbox"/> Domestic Violence Case			<input type="checkbox"/> Criminal	<input type="checkbox"/> Criminal Traffic	
	Docket Number	CC	Disp. Code:	Date of Disposition:	Sanction:	<input type="checkbox"/> Municipal Code	<input type="checkbox"/> Civil Traffic	<input type="checkbox"/> Petty Offense	

You must appear at:	Judge _____	Telephone _____	Court Number _____		
	At (address) _____				
	(City or Town) _____	Arizona Zip _____			
	at the date and time indicated				
	Month:	Day:	Year:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM

Defendant: ☐ Without admitting guilt, I promise to appear as directed hereon.
☐ Without admitting responsibility, I acknowledge receipt of this complaint.

Victim? ☐ Victim Notified ☐
I certify that upon reasonable grounds I believe the defendant committed the act described contrary to law and I have served a copy of this complaint upon the defendant.

X

Complainant

PSN

Agency Use / Miscellaneous Information

ADA-PSD 0027

CHAIN OF CUSTODY LOG

EXHIBIT 2

Investigation No. _____

Date _____

Exhibit No. _____

Inspector

ITEM NO.	QUANTITY	DESCRIPTION

Evidence Collected By _____

Date _____ Time _____

DATE	RELINQUISHED BY	RECEIVED BY	PURPOSE OF CHANGE OF CUSTODY
	_____ Print Name	_____ Print Name	
	_____ Sign Name	_____ Sign Name	
	_____ Print Name	_____ Print Name	
	_____ Sign Name	_____ Sign Name	
	_____ Print Name	_____ Print Name	
	_____ Sign Name	_____ Sign Name	

Comments _____

INVESTIGATION REPORT

NPI # _____

DATE & TIME REPORTED	TYPE OF OFFENSE	STATUTE NO.	COUNTY
DATE & TIME OF OCCURRENCE	LOCATION OF OCCURRENCE	WHERE VIOLATION WAS DISCOVERED	

VICTIM: STATE OF ARIZONA (OR OTHER)

V E H I C L E	COLOR	YEAR	MAKE	BODY STYLE	LICENSE NO.	STATE	OTHER I.D.
	REGISTERED OWNER			ADDRESS		PHONE NO.	

S U S P E C T	NAME		ADDRESS		HOME PHONE		BUSINESS PHONE	
	BUSINESS ADDRESS		SEX	RACE/NATIONALITY	DATE OF BIRTH	HT	WT	HAIR
	ALIASES, MARKS, TATTOOS, ETC.		SOCIAL SECURITY NO.		DRIVER'S LICENSE NO.			

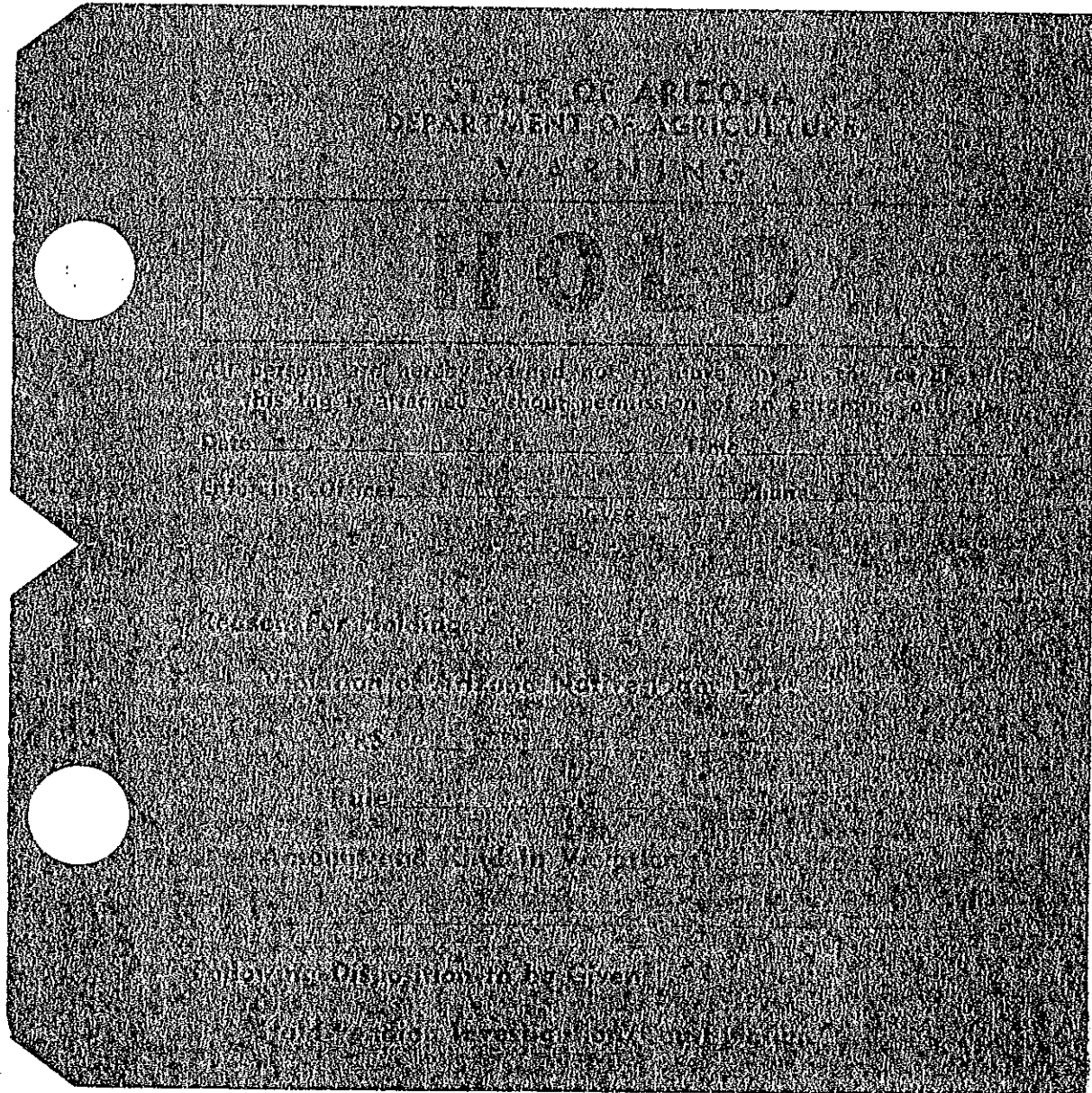
PERSON WHO REPORTED VIOLATION TO ADA	ADDRESS	PHONE NO.
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LIST ALL OTHER SUSPECTS - WITNESSES:

EVIDENCE	COMPLETE DESCRIPTION
FOUND BY	WHERE FOUND
WHEN FOUND	
DISPOSITION OF EVIDENCE	

MIRANDA RIGHTS-WHO WAS ADVISED	ADVISED BY	WHERE ADVISED	WHEN ADVISED
SUSPECT'S QUOTED RESPONSE			

NOPSIS:



STATE OF ARIZONA
DEPARTMENT OF AGRICULTURE
PHOENIX, ARIZONA

ABSTRACT OF COURT RECORD OF VIOLATION

Defendant's Name _____

Doing Business As _____

Address _____ City _____

Offense _____

Arizona Revised Statutes and Regulations

Hearing Date _____ 19 ____ . Section(s) Violated _____

Court Location and Address _____

Judge's Name and Phone No. _____

Plea _____

Judgement _____

Probation (Details) _____

Citation No. _____ Signed _____

Date Issued _____ Title _____

Docket No. _____ Date _____ 19 ____

REMARKS _____
